

# Retention and Classification Report

**Agency:** Utah County (Utah). County Commission (1216)

Administration Building  
100 East Center Street, #2300  
Provo, UT 84606

## **Records Officer**

84180	Minutes
25227	Publications
05045	Revised ordinances

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 84180

3

**TITLE:** Minutes

**DATES:** 1851-[ongoing]

**ARRANGEMENT:** Chronological by meeting date.

**DESCRIPTION:**

These are minutes of regular and special meetings of the county commissioners. They are used to document the actions and decisions of the commission. County commission minutes record the appointments of county officials; the receipt of citizen's petitions; the adoption of annual budgets; the review of tax receipts and rates; and the discussions of public services such as roads, water, sewage, police and fire protection. These minute books include the time and place of the meeting, names of commissioners present and absent, summary of the proceedings and decisions made by the board.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/07/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1852 through 1897. Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 84180

**TITLE:** Minutes

(continued)

minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 25227

3

**TITLE:** Publications

**DATES:** 1971-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for Utah County or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published. Holdings include "Flood Plain Information: Provo River and Rock Canyon Creek" (1971) and "Utah County Merit System Annual Report" (1972).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 22.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 25227

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 5045

3

**TITLE:** Revised ordinances

**DATES:** 1956-

**ARRANGEMENT:** Alphanumerical

**DESCRIPTION:**

These records document the legislative action of the county commissioners. The county commission may "pass all ordinances and rules and make all regulations, not repugnant to law, necessary for carrying into effect or discharging the powers and duties" of their office (UCA 17-5-263 (1995)). The county clerk is required "to authenticate with his signature and the seal of the county clerk all ordinances or laws passed by the board and record the same at length in the ordinance book" (UCA 17-5-209(9) (1995)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/17/2010

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

**AGENCY:** Utah County (Utah). County Commission

**SERIES:** 5045

**TITLE:** Revised ordinances

(continued)

**PRIMARY CLASSIFICATION:**

Public